

**DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING**

THIS IS A REPOST

This is a Casual/Seasonal position (maximum of 37.5 hours work per week) without healthcare benefits. Salary will be commensurate with experience.

Opening Date: September 15, 2017

Closing Date: September 25, 2017

LEGAL ASSISTANT

**Executive Division, Direct Report to the Chief Deputy Attorney General
New Castle County**

Job Responsibilities and Duties: This experienced individual will provide assistance to the Chief Deputy Attorney General, Executive Division. The position is located in New Castle County, but the work may pertain to any matter the Department of Justice handles, statewide. Responsibilities will include legal research, preparing memoranda of law and other documents, digesting legal opinions and articles and creating and maintaining case files. This individual will be required to work on highly-sensitive and confidential issues, including work with and for the Attorney General.

Candidate must have experience conducting legal research and analyzing legal precedent. Candidate must be able to work accurately and independently, within strict time frames and with minimal direct guidance and supervision. Candidate must also have excellent oral and written communication skills and excellent organizational skills.

Minimum Qualifications:

At least two years of law school; **OR** a Bachelor's degree AND a paralegal certificate from an ABA-approved or Department of Justice-sponsored program; **OR** at least five years' employment as a paralegal at the Department of Justice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/> OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.